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ABSTRACT

This library handbook was designed to aid the student of business administration and economics. It lists reference materials basic to general research and gives their location in the Fogler Library at the University of Maine. Materials are listed in seven categories: (1) literature guides, (2) encyclopedias and dictionaries, (3) corporation and biographical directories, (4) statistical sources, (5) bibliographies, (6) abstracts and indexes, and (7) business services. Some entries are annotated. (Author/AWP)

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# How to find out

## BUSINESS ADMINISTRATION

## AND

## ECONOMICS

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# BUSINESS ADMINISTRATION AND ECONOMICS

COVER: The symbol on the cover is an international symbol for commerce or trade.

Compiled by the Reference Department:
Clara K. Flower
Revised 1977

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## THE CARD CATALOG

A note on using the card catalog:

To simplify use of the card catalog when looking for a particular subject use:

Library of Congress. Subject Headings.

Lists correct subject headings and gives alternatives or related headings. Extremely valuable tool. Eliminates searching in too broad or dead-end areas. (Located at the Card Catalog or the Reference Desk.)

### DEWEY CLASSIFICATION

| | |
|---|---|
| 300 | Social Sciences |
| 310 | Statistical Method and Statistics |
| 330 | Economics |
| 331 | Labor |
| 332 | Capital |
| 333 | Natural Resources |
| 336 | Public Finance |
| 338 | Production |
| 339 | Distribution and Consumption |
| 650 | Business |
| 657 | Accounting |
| 658 | Management |

### LIBRARY OF CONGRESS CLASSIFICATION

| | |
|---|---|
| H | Social Sciences (general) |
| HA | Statistics |
| HB | Economic Theory |
| HC | Economic History, National Production by country |
| HE | Transportation and Communication |
| HF | Accounting. Marketing |
| HG | Finance, Private; Money, Banking |
| HJ | Public Finance |

This library guide is an informal handbook for the student of Business Admininstration and Economics. It lists some of the more useful materials and reference works basic to general research and gives their location in the Fogler Library.

## LITERATURE GUIDES, ENCYCLOPEDIAS, DICTIONARIES

Ref
Z
7164
C81
D16

Daniells, Lorna M. Business Information Sources. Univ. of Calif. Press, 1976.
Selected annotated list of business books and reference sources.

Z
7164
E2
A63

Andreano, Ralph. The student economists' handbook: A guide to sources. Schenkman Pub. Co., 1967.
Deals with information available in government documents, professional books, journals, and periodicals. Deals primarily with information on the United States.

Ref
H
40
A2I5

International encyclopedia of the social sciences. 17 vols. Macmillan, 1968.
Biographies, cross-references, bibliographies. Takes a theoretical approach.

Ref
HF
5353
E52

Wasserman, Paul. Encyclopedia of business information sources. Gale, 1970.
An exhaustive sourcebook for all fields of business research. Particularly useful for the scholar who needs extensive bibliographies.

Ref
HG
151
M8

Garcia, F.L. Glenn G. Munn's Encyclopedia of Banking and Finance. Bankers Pub. Co., 1973.
One-volume. Excellent coverage. Bibliographies often included.

LITERATURE GUIDES, ENCYCLOPEDIAS, DICTIONARIES (Cont'd.)

Ref
HF
1002
A39

Alexander Hamilton Institute. 2001 business terms and what they mean. 1962.

Ref
HB
61
M16
1973

McGraw-Hill dictionary of modern economics; A handbook of terms and organization. McGraw-Hill, 1973.

Ref
Doc
C56.2
Ec7/972

U.S. Social and Economic Statistics Administration. Dictionary of economic and statistical terms. 1972.

Ref
HA
17
K4

Kendall, Maurice. Dictionary of statistical terms. Hafner, 1972.

Ref
HA
17
F7

Freud, John E. Dictionary/Outline of basic statistics. McGraw-Hill, 1966.

Ref
HF
5621
K6

Kohler, Eric L. A dictionary for accountants. Prentice-Hall, 1975.

On order

French, Derek and H. Saward. Dictionary of management. International Pub. Service, 1975.

Ref
HD
19
H4

Heyel, Graham. The encyclopedia of management. Van Nostrand Reinhold, 1973.

DIRECTORIES

Corporations:

Ref
HC
102
D8

Dun and Bradstreet. Million dollar directory. Annual.

Ref
HF
5035
D8

Dun and Bradstreet. Middle market directory. Annual.

Ref
HD
9723
D45

Directory of New England manufacturers. Hall, Annual.

Ref
HG
4057
A219

Directory of corporate affiliations. National Register Pub. Co., annual.

Ref
HG
5151
F53

Financial post survey of industrials. Maclean-Hunter Pub. Co., annual.

Ref
HG
5421
J352

Jane's major companies of Europe. Low, Marston and Co., 1974.

Ref
HD
2356
E9E93

Europe's 5000 largest companies. Bowker, 1975.

Ref
HG
70
E9

European financial almanac 1974-75. Bowker, 1975.

DIRECTORIES (Cont'd.)

Ref
T
12
T6

Thomas register of American manufacturer's. Annual.

Ref
HF
3223
C25

Canadian Trade Index. Canadian Manufacturers Association.

Ref
HF
54
G7
K7

Kelly's Manufacturer's and Merchants Directory. 2 vols: Vol I, United Kingdom. Vol. 2, International.

Biographical:

Ref
Z
5305
U5
B56

Biographical dictionaries master index. Gale, 1976.

Ref
HF
3023
A2
W5

Who's who in finance and industry. Marquis.

Ref
HB
119
A3
A43

American Men and Women of Science. Economics. Bowker, 1974.

Ref
HG
71
W44

Who's who in British finance. Bowker, 1974.

## HANDBOOKS

Handbooks are usually one volume works that contain practical information for the user. They contain tables, charts, graphs, and short descriptions or definitions.

Ref
HF
1042
A55

U.S. Bureau of the Budget. Office of Statistical Standards. Standard industrial classification manual. GPO.

Ref
HF
5681
R25
T68

Troy, Leo. Almanac of business and industrial financial ratios. Prentice-Hall, annual.

Ref
HG
1634
F46
1970

Financial compound interest and annuity tables. 5th ed. Financial Pub. Co.,

Ref
HG
1041
C56

Commodity Research Bureau, Inc. Commodity yearbook. Annual.

Ref
HF
5686
C8D5
1960

Dickey, Robert I. Accountant's cost handbook. Ronald Pr., 1960.

Ref
HG
4537
F5345

Expanded bond value tables; Coupons 1% to 12%. Financial Pub. Co., 1970.

## HANDBOOKS (Cont'd.)

Ref HF 5415.2 F419 — Ferber, Robert. Handbook of marketing research. McGraw-Hill, 1974.

## STATISTICS SOURCES

Ref HA 48 O9 — Owen, D.B. Handbook of statistical tables. Addison-Wesley, 1962.

Ref HA 202 A3 — U.S. Bureau of the Census. Statistical abstract of the United States. Single volume work that summarizes political, social, and economic organization of the United States. Gives references to more detailed works.

U.S. Doc. Dept. Item 154 C3.223: — U.S. Bureau of the Census. Census of population. Gives detailed statistics on the number of inhabitants and their characteristics in the United States. The four broad categories of information available are 1) number of inhabitants, 2) general population characteristics, 3) general social and economic characteristics, 4) detailed characteristics.

U.S. Doc. Dept. Item 134-A C3.24: — U.S. Bureau of the Census. Census of manufacturers. (U.S. Doc. Depository) Economic statistics are given by industry, geographical area, and product.

Ref
HA
12.5
U63

United Nations. Statistics Office. United Nations statistical yearbook. A summary of international statistics on population, agriculture, mining, manufacturing, finance, trade, etc. References to sources are given. Annual.

Ref
HF
91
U473

United Nations. Statistical Office. Yearbook of international trade statistics. Statistics on trade and commodities. Annual.

Ref
HC
79
I5
U53

United Nations. Statistical Office. Yearbook of national accounts statistics. Statistics from about 140 countries.

Ref
HD
4826
I63

International Labour Office. Yearbook of labour statistics. 1972. Summarizes labor statistics for over 100 countries.

Me.St.
Doc.
E17.
27:

Maine Dept. of Commerce and Industry. Maine economic data book.

Me.St.
Doc.
L12/
6.13:

Maine Dept. of Labor and Industry, Division of Research and Statistics. Census of Maine manufacturers. (Maine Documents Depository)
A comprehensive statistical sourcebook on Maine manufacturers covering all firms, from single proprietorships to the largest corporations in the state.

STATISTICS SOURCES (Cont'd.)

Ref
Doc.
C56.
109:

U.S. Dept. of Commerce. Bureau of Economic Analysis. Business statistics. Biennial supplement to the periodical Survey of Current Business.

Ref
HG
229
S2

Sales Management, The Marketing Magazine. Survey of buying power. Annual. Yearly updates of census figures are made by Sales Management to give up-to-date business facts and figures for the U.S. and Canada.

BIBLIOGRAPHY

Ref
Z
7164
C81
H273
#27

Harvard University. Graduate School of Business Administration. Baker Library. Business reference sources. 1971. A selective annotated guide prepared for Harvard Business School students.

Ref
Z
7164
C81
H273
#25

Harvard University. Graduate School of Business Administration. Baker Library. Business literature: An annotated list for students and businessmen. 1968. A highly selective list of books and magazines with emphasis on those used at Harvard. Bibliographies, annotations, and recommended readings are given for each subject covered.

Ref
Z
7164
E2H37

Harvard University Library. Widener library shelflist, 23, economics. 1970. A book catalog of the books and periodicals in the field of economics held at the Widener Library.

BIBLIOGRAPHY (Cont.'d)

Ref Z 7164 E2F5c — Flower, Eric S. Bibliography of bibliographies in the subject area of economics held in the Raymond H. Fogler Library as of January, 1971. 1971.
An extensive subject oriented bibliography of bibliographies available in the library. This list covers many business topics as well as economics.

Periodical Desk — Fogler Library. UMO. Journals in business administration held at Fogler Library.
List of periodicals received by the Library.

Periodical Desk — Fogler Library. UMO. Journals in economics held at Fogler Library.
List of journals received by the Library.

ABSTRACTS AND INDEXES

An index supplies bibliographic citations to articles, books, papers, etc.

An abstract supplies all the information above plus summaries.

Per-R — Business Periodicals Index

Per-R — F&S Index of Corporations and Industries

Per-R — Economic Abstracts

Per-R — Index of Economic Journals

Per-R — Journal of Economic Literature, formerly Journal of Economic Abstracts

Doc. Dep. — Monthly Catalog of U.S. Government Publications.

## ABSTRACTS AND INDEXES (Cont.'d)

Per-R New York Times Index

Per-R Public Affairs Information Service

Per-R Social Sciences Index, formerly Social Sciences and Humanities Index

Per-R Wall Street Journal Index

## BUSINESS SERVICES

These services are shelved in the Reference Room. They are updated daily, weekly, or monthly. See a Reference Librarian for their location and use.

Analysts Handbook
Collective Bargaining Negotiations and Contracts
Conference Board Publications
Federal Tax Reporter
Labor Relations Reporter
Maine Tax Reporter (in Special Collections)
Moody's Banks and Finances
" Bond Record
" Bond Survey
" Dividend Record
" Industrials
" Municipals and Government
" OTC Industrial
" Public Utilities
" Transportation
Standard & Poor's Analysts Handbook
" Bond Guide
" Called Bond Guide
" Called Bond Record
" Earning Forecaster
" Industry Surveys
" Investment Advisory Survey

BUSINESS SERVICES (Cont.'d)

Standard & Poor's Listed Daily Stocks, ASE,NTSE,OTC
" Statistical Service
" Stock Guide
State Tax Guide - All States
State Tax Review
Trade Regulations Report
Value Line Investment Survey